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Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Small, Minority, and Women-Owned Business Commission and to the general public that the Small, Minority, and Women-Owned Business Commission will hold the following meeting which will be open to the public:

## **SMALL, MINORITY, AND WOMEN-OWNED BUSINESS COMMISSION (SMWBC)**

### **OMBUDSMAN SUBCOMMITTEE**

**Tuesday, October 11, 2011**

#### **MEETING NOTICE**

The **SMWBC Ombudsman Subcommittee** will conduct a meeting **Tuesday, October 11, 2011, 7:00 am**, at **Ike's Coffee and Tea, 3400 E. Speedway Blvd., Tucson, Arizona 85716**.

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#### **AGENDA**

1. Call to Order
2. Roll Call and Introduction of Guests
3. Approval of Minutes – September 19, 2011
4. Report on September 22, 2011 SMWBC Meeting
5. Final Draft of Job Description
6. Final Draft of Handout
7. Ombudsman Program Outline
8. Next Steps
9. Next Meeting Date
10. Adjournment

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Any item on today's agenda can be considered for action by the SMWBC Ombudsman Subcommittee.

Contact: Ellen Hitchings, Finance Department, 837-4416, [ellen.hitchings@tucsonaz.gov](mailto:ellen.hitchings@tucsonaz.gov). Meeting materials are available for review at City Hall, 255 W. Alameda, 1st Floor. See Ellen Hitchings.